

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF NEW YORK  
OFFICE OF THE CLERK  
(CAREER OPPORTUNITY)**

**Date:** July 17, 2006

**Announcement #:** 06-10

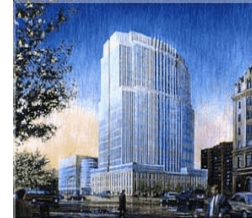
**Position:** Financial Administrator

**Location:** Brooklyn Courthouse - 225 Cadman Plaza East

**Salary:** To CL 29, Schedule 66

**Closing Date:** Applications are requested by Monday, July 24, 2006 (**Open Until Filled**)

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**Position Overview:** The United States District Court for the Eastern District of New York is accepting applications for the position of Financial Administrator. The incumbent performs a full range of high level functional and supervisory duties. As part of the management team, the Financial Administrator reports directly to the Clerk of Court and Chief Deputy Clerk for Automated Services and works closely with the financial staff to develop, implement, and refine financial policies, procedures, and programs. The Financial Administrator supervises a staff of four(4), maintains and analyzes FAST accounting records and maintains other accounting records such as a cash receipt journal, registry fund, deposit fund and other ledgers; develops a system of internal controls for accounting functions; provides financial accounting for monies disbursed by the court, including money paid to various agencies and individuals in satisfaction of court orders; monitors the review of vouchers and assists in disbursements of funds, including restitution payments; maintains inventory and distribution of controlled items such as blank checks, receipts and other items; monitors Court Registry Investment System (CRIS) transactions; verifies bank deposits and wire transfers using the U.S. Treasury's Cashlink system; and provides training for financial deputies.

**Qualifications:** Three years specialized experience that is in, or closely related to, the work of the position that has provided the particular knowledge, skills and abilities to successfully perform the duties of the position. The successful candidate must be computer literate, have excellent oral and written communication skills, possess good judgment, and have the ability to work in a team oriented environment. Experience with financial accounting systems a plus.

**Interested candidates should submit a cover letter and a current resume to:**

**Robert C. Heinemann, Clerk of Court Attn: Jeffery Howell, Human Resources Manager  
U.S. District Court, EDNY  
225 Cadman Plaza East  
Brooklyn, NY 11201  
Room 123S**

***Due to the nature of the position, the successful candidate must undergo a background check.***

**THE UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF NEW YORK IS  
AN EQUAL OPPORTUNITY EMPLOYER.**